

## COUNTY POLICY ON ASSIGNMENT OF COUNTY VEHICLES

AS AMENDED AND RESTATED BY  
MISCELLANEOUS RESOLUTION 93230 - OCTOBER 21, 1993  
As Amended By MR 94357 - December 8, 1994

It is the policy of the County of Oakland to provide the most economic and feasible method of travel for those departments requiring transportation to accomplish their mission and goals. It is recognized that, under certain conditions, vehicles are tools and are necessary for the transport of persons, equipment, supplies and specialized activity. When these conditions are not met and a personal vehicle is necessary for the conduct of County business, the employee will be eligible for mileage reimbursement in accordance with County travel regulations.

The use of a County vehicle shall be based on the principles stated herein. A vehicle may be drawn from a central pool as identified in Section I; a vehicle may be assigned to a department under the guidelines provided in Section II.

### I. CENTRAL POOL

The Central Pool consists of vehicles housed at the Central Garage which are to be used under the following conditions:

- A. When departments are in need of unscheduled, intermittent or out-of-county transportation. Generally, these vehicles are checked out for short periods of time.
- B. When it is necessary that vehicles be identified as County property or when specialized equipment/vehicles are necessary for the conduct of County business.
- C. When replacement vehicles are necessary for assigned vehicles undergoing normal preventative maintenance or repair service.

### II. PRINCIPLES OF VEHICLE ASSIGNMENTS

The County Executive is responsible for the assignment of vehicles.

The basic principle in the assignment of a County vehicle to a department, a group of employees or an employee, for the conduct of County business, shall be in the best interest of the County in terms of economy, improvement or necessity of operations.

In determining vehicle assignments, the County Executive must comply with the following factors and conditions:

#### A. Mileage Driven:

Where it is determined that the average work mileage driven by an employee or group of employees is in excess of 1,000 per month.

The mileage of vehicles assigned to specific departments under this provision shall be inspected annually to determine if sufficient miles are being driven in County business to necessitate continued assignment to the department.

B. Specialized Equipment:

Where it is determined that the vehicle must have specialized equipment to properly perform the functions of the job. The impracticability of drawing a vehicle specially equipped from the Central Pool shall be shown. Examples of such equipment are:

1. Emergency lights and sirens
2. Two-way radios
3. Specialized truck bodies
4. Snow removal, field mowing and earth moving equipment

C. Specialized Vehicles:

Where it is determined that a specialized type of vehicle is required to efficiently carry out regular functions of the department for the purpose of transporting materials, equipment, supplies and personnel to job sites. The impracticability of drawing such a specialized vehicle from the Central Pool shall be shown. Examples of items to be transported may include:

1. Construction tools
2. Surveying instruments
3. Radiological equipment
4. Heavy parts inventories
5. Testing equipment
6. Pumps and compressors
7. Laboratory equipment
8. Chemicals
9. Grounds and maintenance equipment

D. Specialized Vehicle Usage:

Where it is determined that a County vehicle is required to effectively carry out the regular functions of the department for the purpose of investigative or undercover work.

E. Terrain Conditions:

Where it is determined that the travel conditions are not conducive to the use of personally owned vehicles. The impracticability of drawing an adequate vehicle from the Central Pool shall be shown.

F. Transporting Non-County Personnel:

Where it is a regular function of the department to provide transportation for persons other than County employees. The impracticability of drawing an adequate vehicle from the Central Pool shall be clearly shown. Examples are as follows:

1. Prisoner transportation
2. Transporting wards of the Court
3. Making arrests
4. Transporting hospital patients.

G. Elected Officials:

The County Executive, Clerk/Register of Deeds, Drain Commissioner, Prosecuting Attorney, Sheriff, Treasurer, and Chairperson of the Board of Commissioners and his/her Chief Deputy(ies) will be permanently assigned a vehicle as part of the office.

The assignment of a County vehicle is in effect a trust. County Vehicles are not to be driven by family members or persons other than county employees authorized to operate county vehicles. The County Executive reserves the right to revoke such assignment, or invoke such other penalties as shall be appropriate under the circumstances, whenever the employee is guilty of improper care or use of such vehicle. Prior disciplinary action on the part of the department or institution head will be considered by the County Executive prior to any action taken.

Recognizing the conditions under which an assignment has been granted may vary from time to time, each department or institution head in whose department assignments have been made, shall notify immediately the County Executive via the Central Services Department of any changes of circumstances calling for a change of previously approved assignment within that department. To this end, the County Executive will require annual justification of all regular assignments.

III. HOME/WORK ASSIGNMENTS

It is the intention of this policy that home/work assignments shall be kept to a minimum. In any case where it is determined that it is to the County's advantage to have the employee take a County vehicle home at the end of the normal work day, it is understood that the vehicle is to be used for the conduct of official business only, and, not for personal activities. The County Executive, in determining "Home/Work" assignments will give consideration to the following:

A. Reporting to Job Sites Rather than the Home Office:

Where it is determined that it is to the County's advantage to have the employee report directly to the job site rather than to the home office and later travel to the job site. In such cases, the dollar savings in efficiency of operation must be shown or the need to provide an expected public service apparent. An example is; if the employee normally started work at 8:30 a.m. and had to report to the office first, he/she would not actually start work on the job until after 9:00 a.m.

B. Responding to a Job Situation During Off Duty Hours

Where the employee must report immediately to a job situation during normal off-duty hours, under the conditions described in Section II, paragraphs B, C, D, E and F. Whenever possible such assignments shall be on a rotating basis from a vehicle pool.

The assignment of vehicles to an "Home/Work" status, are required to be justified annually by the assigned department and approved by the County Executive.

#### IV. GENERAL FLEET PROVISIONS

- A. Fleet Expansion:  
Each request for additional new vehicles (other than replacements of existing vehicles previously approved by the Board of Commissioners) shall, upon affirmative recommendation of the County Executive, be submitted to the Finance Committee in specific resolution form for approval. Further, the Finance Committee, when recommending the addition of a vehicle to the Board of Commissioners, shall include in that resolution an appropriation sufficient to cover the acquisition cost plus monthly lease charges for the balance of the current year.
- B. County Seal Provision:  
All vehicles, less those used for undercover or investigative work or those permanently assigned to elected officials and chief deputies, shall be marked with a minimum eight-inch sized County decal before a car is placed in service. Seals are not to be removed after the vehicles are placed in service.
- C. Reporting Requirements:  
The County Executive shall annually submit to the Board of Commissioners, Planning & Building Committee, a report on the County Lease Vehicle program. The report shall include a listing of the number of vehicles assigned to departments, the total number of vehicles in the fleet, and a list of vehicles authorized "Home/Work" assignments, and any significant changes in the County Leased Vehicle program.

*(Note Items D, E, & F were added by M.R. 94357)*

- D. Fleet Composition and Methods of Acquiring  
The County Executive shall determine the most cost effective method of acquiring vehicles with the intent to integrate the fleet as it is cost justified with vehicles from domestic automobile manufacturers. This may include the purchasing or leasing vehicles. Cost effectiveness should include the life cycle costs of the vehicle use.
- E. Disposition of Vehicles  
The County Executive shall use the best available method for the disposal of County vehicles. These methods may include the semi-annual County Auction, other private auctions and sealed bids.
- F. Standardization of Passenger Vehicles:  
For assignment of a passenger car based on the mileage driven (Sec. II.A); specialized usage (Sec. II.D); or transporting of Non-County Personnel (Sec. II.F), a mid-size vehicle shall be assigned. A smaller vehicle may be assigned at the request of the Department.

#### V. COUNTY VALUATION AND TAXABILITY FOR PERSONAL USE OF VEHICLE

- A. Vehicle Trip Logs  
All employees with an assigned vehicle under Sections II and III of this policy shall compile vehicle trip logs of all county business and personal use. An annual summary of this log will be furnished to the Accounting Division for use in determining taxability of personal use.

B. Valuation and Taxability

All employees assigned a vehicle as part of their office shall have included in their income for income tax purposes the personal use of an assigned vehicle as follows:

- 1) A pro rata share of the annual lease value, as established in the Internal Revenue Code equal to the percentage use as recorded in the vehicle logs. Fair market value shall be the purchase price of the vehicle.
- 2) County provided fuel used for personal use will be valued at 5.5 cents per mile or at current I.R.S. rates.

C. Personal Gasoline Tax Liability

The employee shall reimburse the County for any federal gasoline tax liability on gasoline consumed for personal use. The amount of this reimbursement shall be determined by the Department of Management and Budget.

D. Commuting Reimbursement

All other employees with an assigned vehicle shall have included in their income for income tax purposes for commuting and de minimus personal use in accordance with the rate established in the Internal Revenue Code. The County shall also be reimbursed for the gasoline tax liability, if applicable, on any personal use exceeding the mileage properly identified as commuting and de minimus use.